


25X1A9a

| SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM   |                                 |              |                |
|---|---------------------------------|--------------|----------------|
| UNCLASSIFIED  |                                 | CONFIDENTIAL |                |
| CENTRAL INTELLIGENCE AGENCY<br>OFFICIAL ROUTING SLIP  |                                 |              |                |
| TO  | NAME AND ADDRESS                | INITIALS     | DATE           |
| 1   | Miss [REDACTED] /Off. of Compt. |              |                |
| 2   |                                 |              |                |
| 3   |                                 |              |                |
| 4   |                                 |              |                |
| 5   |                                 |              |                |
| 6   |                                 |              |                |
| ACTION  |                                 | DIRECT REPLY | PREPARE REPLY  |
| APPROVAL  |                                 | DISPATCH     | RECOMMENDATION |
| COMMENT   |                                 | FILE         | RETURN         |
| CONCURRENCE   |                                 | INFORMATION  | SIGNATURE      |
| <b>Remarks:</b><br><p>1. The attached job description appears to cover the duties and responsibilities of the BF Officer in the FI Staff. The size of the FI Staff budget and number of accounts does not represent entirely the scope and magnitude of the position. The complexity of the FI operations, the security consideration involved, the liaison with other operating components on FI projects, and the flow of all FI project approvals through the FI Staff adds to the volume of work and the position responsibilities in this job.</p> <p>2. For this reason, believe that the position meets the standards for the GS-13 level.</p> |                                 |              |                |
| FOLD HERE TO RETURN TO SENDER   |                                 |              |                |
| FROM: NAME, ADDRESS AND PHONE NO.   |                                 |              | DATE           |
| [REDACTED] Acting Chief, Budget Div.  |                                 |              | 1/7/59         |
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FORM NO. 237  
1 APR 55Replaces Form 30-4  
which may be used.(40)  
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| SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM   |   |                          |                |
|---|---|--------------------------|----------------|
| <input type="checkbox"/>  | UNCLASSIFIED  | <input type="checkbox"/> | CONFIDENTIAL   |
| <input type="checkbox"/>  |   | <input type="checkbox"/> | SECRET         |
| CENTRAL INTELLIGENCE AGENCY<br>OFFICIAL ROUTING SLIP  |   |                          |                |
| TO  | NAME AND ADDRESS  | INITIALS                 | DATE           |
| 1   | Chief, Budget Division  |                          |                |
| 2   | <i>Mr</i>  |                          |                |
| 3   |   |                          |                |
| 4   |   |                          |                |
| 5   |   |                          |                |
| 6   |   |                          |                |
| <input type="checkbox"/>  | ACTION  | <input type="checkbox"/> | DIRECT REPLY   |
| <input type="checkbox"/>  | APPROVAL  | <input type="checkbox"/> | DISPATCH       |
| <input checked="" type="checkbox"/>   | COMMENT   | <input type="checkbox"/> | FILE           |
| <input type="checkbox"/>  | CONCURRENCE   | <input type="checkbox"/> | INFORMATION    |
| <input type="checkbox"/>  |   | <input type="checkbox"/> | PREPARE REPLY  |
| <input type="checkbox"/>  |   | <input type="checkbox"/> | RECOMMENDATION |
| <input type="checkbox"/>  |   | <input type="checkbox"/> | RETURN         |
| <input type="checkbox"/>  |   | <input type="checkbox"/> | SIGNATURE      |
| <b>Remarks:</b><br>Please advise Comptroller as to whether this position meets standards for GS-13. |   |                          |                |
| FOLD HERE TO RETURN TO SENDER   |   |                          |                |
| FROM: NAME, ADDRESS AND PHONE NO.   |   |                          | DATE           |
| Adm. Officer - Comptroller <i>20</i>  |   |                          | 1/2/59         |
| <input type="checkbox"/>  | UNCLASSIFIED  | <input type="checkbox"/> | CONFIDENTIAL   |
| <input type="checkbox"/>  |   | <input type="checkbox"/> | SECRET         |

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which may be used.

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(40)

What is required by BO  
~~in~~ various projects.  
Budgeted in other  
area budgets?

77 project - SR or  
non

2 What is level of  
Perf. officer?  
Not approved.

3 W H turned down  
by Personnel

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| CENTRAL INTELLIGENCE AGENCY<br>OFFICIAL ROUTING SLIP  |                  |              |                |
| TO  | NAME AND ADDRESS | INITIALS     | DATE           |
| 1   | Budget Division  |              |                |
| 2   |                  |              |                |
| 3   |                  |              |                |
| 4   |                  |              |                |
| 5   |                  |              |                |
| 6   |                  |              |                |
| ACTION  |                  | DIRECT REPLY | PREPARE REPLY  |
| APPROVAL  |                  | DISPATCH     | RECOMMENDATION |
| COMMENT   |                  | FILE         | RETURN         |
| CONCURRENCE   |                  | INFORMATION  | SIGNATURE      |
| Remarks:  |                  |              |                |
| <p>Please analyze and make a list of questions that you would like to have answered. A meeting has been set up for 10:00 a.m., Monday, 16 February in my office where representatives of FI Staff and Salary and Wage Division will be present.</p> |                  |              |                |
| FOLD HERE TO RETURN TO SENDER   |                  |              |                |
| FROM: NAME, ADDRESS AND PHONE NO.   |                  |              | DATE           |
| Office of the Comptroller - 1039 [REDACTED]   |                  |              | 2/12/59        |
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FORM NO. 237 APR 55 Replaces Form 30-4 which may be used. (40)  
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BEST COPY

ROUTING AND RECORD SHEET

|  |                    |           |                    |   |
|--|--------------------|-----------|--------------------|---|
| SUBJECT: (Optional)  |                    |           |                    |   |
| FROM: Chief, Clandestine Services Branch<br>Salary and Wage Division<br>701 - A 1016 - 16th Street |                    |           | NO.                |   |
|  |                    |           | DATE               |   |
| TO: (Officer designation, room number, and building)   | DATE               |           | OFFICER'S INITIALS | COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)<br><br>Your comments are requested concerning the attached position description for the position of Chief, Budget and Fiscal Section, FI Staff. On the basis of Comparison with the Agency Position Standard for the Budget Administrative Series and with the Budget Officer position in PP Staff, subject position allocates at the GS-11 grade level.<br><br><div></div> |
|  | RECEIVED           | FORWARDED |                    |   |
| 1. Comptroller<br>Att: Miss <div></div><br>1039 <div></div>  | 25X1A9a<br>25X1A6a |           |                    |   |
| 2. Salary and Wage Division<br>701 - A 1016 - 16th St.   |                    |           |                    |   |
| 3.   |                    |           |                    |   |
| 4.   |                    |           |                    |   |
| 5.   |                    |           |                    |   |
| 6.   |                    |           |                    |   |
| 7.   |                    |           |                    |   |
| 8.   |                    |           |                    |   |
| 9.   |                    |           |                    |   |
| 10.  |                    |           |                    |   |
| 11.  |                    |           |                    |   |
| 12.  |                    |           |                    |   |
| 13.  |                    |           |                    |   |
| 14.  |                    |           |                    |   |
| 15.  |                    |           |                    |   |

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